



SECNAVINST 1640.9C

Department of the Navy Corrections Manual

Major Revisions



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Major Revisions - Chapter 1

Authority & General Policy

- **Article 1104.** To the greatest extent possible, national accreditation standards issued by the American Correctional Association (ACA) shall be followed in determining corrections policies and administering confinement facilities and functions.
- **Article 1201.1b.** While Department of Defense (DOD) forms depict the term “inmate”, that term shall only be used in that context within this manual. The term “inmate” shall not be used in any other form within naval corrections.
- **Articles 1201.5b(3), 1201.5c(5), and 1201.5d(3).** Cycle of major claimants' on-site inspections changed from at least annual to periodic (approximately 18 months).



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Major Revisions - Chapter 2

Physical Plants & Major Equipment

- **Article 2101.3a. Pretrial confinement facility now classified as a “confinement facility” vice “detention facility”.**
- **Article 2101.5a. Agreements concerning post-trial confinement of other service prisoners shall be coordinated through Navy Personnel Command (NAVPERSCOM) (PERS-68) or Commandant of the Marine Corps (CMC) (PSL Corrections).**
- **Article 2103.5. Future construction and renovation of shore facilities shall incorporate American Correctional Association (ACA) Standards to the largest extent possible.**
- **Article 2201.3b. Alterations to a ship’s brigs require approval of the type commander, major claimant, and NAVPERSCOM (PERS-68).**



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Major Revisions - Chapter 2

Physical Plants & Major Equipment

- **Article 2205.3c. Use of concertina/razor wire to lace fences is authorized where blade length is equal or less than 1 1/2 inches. Use of concertina/razor wire to lace fences where blade length exceeds 1 1/2 inches is authorized only with prior approval of NAVPERSCOM (PERS-68) or CMC (PSL Corrections).**
- **Article 2205.10. Areas within immediate proximity and surrounding the facility shall be posted as restricted areas. Additionally, warnings shall be posted that photography and video/digital recording is prohibited.**
- **Article 2206.4a(2). Privacy and acoustical separation shall be provided for legal and official visits, and command visits when requested.**



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Major Revisions - Chapter 2

Physical Plants & Major Equipment

- **Article 2209.1d(1). At a minimum, power generators shall be inspected weekly and load tested quarterly. Appropriate documentation shall be maintained by the facility. Such load testing shall be conducted only by authorized installation personnel.**
- **Article 2302. Inspections required for inclusion into the brig log consolidated and recording requirements modified.**



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Major Revisions - Chapter 3

Staff

- **Article 3102.3. Supervisory positions extended to recognize executive officer (XO), officer-in-charge (OIC), and chief petty officer-in-charge (CPOIC).**
- **Article 3201.2. Organizational structure modified to place billets of chaplain, medical/dental officer, and staff specialists at operational level vice command level.**
- **Article 3201.2g. Billets of funds and valuables custodian/assistant and collection agent as authorized custodians clarified.**
- **Article 3202.3h. Program evaluator replaces program developer/monitor with expanded duties and responsibilities.**



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Major Revisions - Chapter 3

Staff

- **Article 3202.5a. Security supervisor's duties and responsibilities merged with operations officer.**
- **Article 3204. Combined duties and collateral tasks deleted in favor of brig officer discretion.**
- **Article 3401. Requirement for annual review of post orders by brig officer established.**
- **Article 3503. In-service training requirements for staff and support personnel updated.**



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Major Revisions - Chapter 4

Control, Security, Emergencies

- **Throughout. Use of DD Forms enclosed in DODI 1325.7 of 17 Jul 01 (NOTAL) directed over the use of forms previously in use.**
- **Article 4201.1. Objective based classification system as required per DODI 1325.7, or CORMIS electronic equivalent directed for use in all confinement facilities.**
- **Article 4201.2c and 4201.2d. Working party escort to prisoner ratios defined to distinguish brig staff and unit escort requirements. MDO, 1:5; MDO, 1:10.**
- **Article 4201.2e. Eligibility guidelines for installation custody prisoners changed to not more than 12 months vice 6 months from minimum release date.**
- **Article 4202.5. Additional factor of length or potential length of sentence shall be considered in assessing higher custody classifications.**



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Major Revisions - Chapter 4

Control, Security, Emergencies

- **Article 4202.8. Use of AIMS in Marine Corps confinement facilities is at discretion of the commanding officer (CO).**
- **Article 4307.4. Use of non-lethals may be authorized by the CO, or higher authority. Where authorized, CO shall publish policy governing training requirements and application.**
- **Article 4309.5. The statement “Restraints will not normally be used in the transportation of prisoners on station...” deleted to be more consistent with article 4201. “Care shall be taken not to unnecessarily display restrained prisoners to the public during transportation.”**
- **Article 4403. Use of non-lethals added.**



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Major Revisions - Chapter 5 Discipline

- **Article 5102.2a. Deleted authorization for staff subordinate to CO/OIC to withhold privileges from an individual prisoner.**
- **Article 5103. CO/OIC may delegate, in writing, to a ranking officer (XO, assistant brig officer, or department head) authority to impose all authorized administrative disciplinary measures except forfeiture of good conduct time (GCT)/Earned Time (ET), disciplinary segregation, and special diet.**
- **Article 5103.2. Suspension of any administrative disciplinary measures for a probationary period shall not exceed 6 months.**



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Major Revisions - Chapter 6

Correctional Programming

- **Article 6103.1. Established minimum levels of programs per DODI 1325.7 of 17 Jul 01 (NOTAL), reference (t).**
 - **All confinement facilities (core programs). Physical training; recreation; individual counseling; group counseling; work; incentive; life skills; and religious.**
 - **Level I. Core programs plus, academic education; drug and alcohol education; and crisis intervention.**
 - **Level II and III. Core and Level I programs plus, victim impact; stress and anger management; sex offender/violent offender treatment program access; vocational; functional skills testing; remedial education; and high school level education classes or GED.**



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Major Revisions - Chapter 7

Confinement, Release, Transfer

- **Article 7103.2b. Policy regarding co-mingling of post-trial officer and enlisted prisoners provided.**
- **Article 7103.2g. Policy for administering discharged military prisoners provided.**
- **Article 7302.1e. For hospitalized MDI custody detainees, the confinement facility commander shall provide or coordinate parent command escort responsibilities. Confinement facility commander shall provide escorts for all maximum custody prisoners (pretrial/post-trial) per NAVMEDCOMINST 6320.11.**
- **Article 7304.3h. Confinement facilities shall ensure appropriate Victim/Witness Assistance Program (VWAP) notifications are accomplished, per article 8307 of this manual and reference (p) upon release.**



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Major Revisions - Chapter 7
Confinement, Release, Transfer

- **Article 7304.3i. DD 2791-1, The Prisoner's Acknowledgment of Sex Offender Registration Requirements, and DD 2791, Notice of Release of Military Offender Convicted of Sex Offense are completed as required upon release.**



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Major Revisions - Chapter 8

Administrative Matters

- **Article 8103.2. A VWAP file shall be maintained separately by the appointed VWAP Coordinator on all applicable prisoners, per DOD 1030.1 and reference (p).**
- **Article 8103.3. A sexual offender registry file shall be maintained separately by the appointed staff member on all prisoners convicted of covered offenses, as per DODI 1325.7, reference (t).**
- **Article 8104. Where confinement facilities and Correctional Custody Units (CCUs) are co-located, consolidated brig logs are authorized.**
- **Article 8104.2. Removed the requirement for a prisoner to sign the medical log acknowledging receipt of medication; medication issued shall be properly documented on NAVMED 6550/8, Medication Administration Record.**



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Major Revisions - Chapter 8

Administrative Matters

- **Article 8104.3. At a minimum, verification of identity presented shall include visitor's name, photograph and date of birth.**
- **Article 8106. Prisoner identification badge requirements revised to depict abbreviated SSN, branch of service, and discharge status. Electronic badges authorized.**
- **Article 8111. VWAP files shall not be forwarded to the FRC. VWAP files shall be separately maintained by the confinement facility and destroyed 2 years from date of release.**
- **Article 8209.2. Minimum gratuitous issue for health and comfort items increased from \$10 to \$20; maximum gratuitous issue identified as \$40, per DOD 7000.14-R of Feb 96, article 120213 of DOD Financial Management Regulation, volume 10, chapter 12.**



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Major Revisions - Chapter 8

Administrative Matters

- **Article 8301. Correspondence policy and procedures revised in its entirety.**
 - (1) List of privileged correspondents expanded.**
 - (2) Procedures established for monitoring incoming and outgoing correspondence.**
 - (3) Causes for rejection clarified and expanded.**
 - (4) Prisoner permitted an opportunity to review rejected material for purposes of filing an appeal.**
 - (5) Appeal process established for rejected material.**



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Administrative Matters

(6) Authority for CO/OIC/CPOIC to restrict prisoner correspondence established.

(7) A prisoner may be permitted to correspond with a prisoner confined in any other penal or correctional facility, subject to limitations.

- **Article 8301.13. Newspapers, periodicals, and other mailed matter.**

(1) Definitions provided.

(2) Establishment of a literary review board to review publications to determine if an incoming publication is detrimental to the security, discipline, or good order of the confinement facility, or if the publication might facilitate criminal activity.



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Administrative Matters

(3) Causes for rejection identified.

(4) Appeal process established for rejected material.

- **Article 8301.15b. The CO/OIC/CPOIC may deny visitation for cause (e.g., civilian or military protective orders, legitimate rehabilitative interests, and the good order, discipline, and security of the facility).**
- **Article 8304. The requirement for confinement facilities to submit fingerprints to the FBI is deleted. Confinement facilities shall, however, continue to collect and maintain fingerprints on all pretrial and post-trial prisoners upon arrival for inclusion into the prisoners' records via use of the FBI Fingerprint Card (FD-249).**
- **Article 8308. Sexual Offender Registration Program requirements identified.**



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Major Revisions - Chapter 9

Sentence Computation

- **Article 9101 (Policy). Use of DD 2710-1, Prisoner Sentence Computation, and expiration tables identified.**
- **Article 9102 (Definitions). Definitions updated throughout to coincide with DOD policy.**
- **Article 9201.3 (Good Conduct Time (GCT)). Pretrial detainees earn GCT for confinement served though such earned GCT shall not be awarded until the sentence is adjudged and pretrial credit is ascertained. Earned GCT for pretrial detainees is subject to forfeiture in the same manner as post-trial prisoners, though forfeitures shall be held in abeyance until the sentence to confinement begins.**



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Major Revisions - Chapter 9

Sentence Computation

- **Article 9201.6 (Good Conduct Time (GCT)).** Guidance for sentence computation management for prisoners who accept supervised release provided.
- **Article 9201.7 (Good Conduct Time (GCT)).** Guidance for sentence computation management for prisoners who refuse to accept supervised release provided.
- **Article 9201.8 (GCT Policy).** Total amount of GCT credited shall in no case exceed that amount earnable under the sentence length.
- **Article 9203.1 (Forfeiture of Good Conduct Time (GCT)).** When determining the amount of GCT available for potential forfeiture, the "calendar method" shall be used.



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Major Revisions - Chapter 9

Sentence Computation

- **Article 9203.2 (Good Conduct Time (GCT)). Voluntary forfeiture of GCT and abatements by prisoners addressed.**
- **Article 9203.3 (Good Conduct Time (GCT)). Sentences that have been completed shall not be revived for the purpose of forfeiting or restoring any associated GCT and abatements.**
- **Article 9301 (General Procedures). Day-for-Day and Calendar Method for use in sentence computation implemented, as well as a manual way to subtract dates to identify span of time, is provided.**
- **Article 9301.2c (General Procedures). All sentences shall be computed from the date confinement is adjudged, even if confinement is deferred, suspended, contingent on nonpayment of a fine, or not executed because the trial was held in absentia.**



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Major Revisions - Chapter 9

Sentence Computation

- **Article 9305 (Inoperative Time).** Procedures for calculating inoperative time expanded.
- **Article 9307 (Multiple (Aggregate) Sentences).** In cases where a prisoner is serving two or more sentences to confinement, the sentences shall not be added together to determine the rate of calculating GCT.
- **Article 9309.2 (Calculating GCT).** For sentences expressed in days the Calendar Method shall be used to convert the sentence length to years, months, and days



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Sentence Computation

- **Article 9310 (Unexpired Sentence to be Served by Parole and MSR Violators).** Guidance is provided in computing unexpired sentence to be served by parole and MSR violators.
- **Article 9311.2 (Calculating GCT Available for Forfeiture).** GCT is no longer automatically forfeited in cases of vacated sentences.



Chapter 10 - Miscellaneous Services

- **Article 10104. Procedures for management of prisoners with Human Immunodeficiency Virus (HIV)/Acquired Immune Deficiency Syndrome (AIDS) are expanded.**
- **Article 10201.2. Procedures for management of prisoners on hunger/drinking strikes are expanded.**
- **Article 10203. Training and qualification requirements for military barbers (staff and prisoners) clarified.**



Chapter 11 - Ships' Brigs

- **Article 11103.3. Conflicting assignments shall be avoided. Security force personnel may be assigned confinement facility duty provided no other law enforcement-related duties are also assigned.**

Chapter 12 - Detention Facilities

- **Article 12502.2b. Where exigent circumstances require detention of individuals prior to medical evaluation, the examination shall be accomplished in a period not to exceed 4 hours.**